



A-Z of Molyneaux Executive Virtual Assistant Services

All of the ways in which we can serve you:

- A** | Attend meetings on your behalf, minute and report back.
- B** | Business cards: do you have a collection of business cards that you are still to put into your CRM system or are you having difficulty finding the details of the content writer whom asked you to contact them six weeks ago? Let Molyneaux Services relieve you of this time-consuming task and put it on your CRM system.
- C** | for Customers. Do you have calls that need to be followed up or invoices to chase? We treat your customers as if they are dealing with you directly. Let Molyneaux Services be your voice.
- D** | D is for Database. We take pleasure in bringing all of your data together so that it is easy to find.
- E** | E is for Emails. We create newsletters and personalise your emails maintaining and building your relationship with each customer.
- F** | Finding information quickly in your In Box difficult? Molyneaux Services will tidy up your In Box giving you more time to focus on your primary business.
- G** | Getting feedback. Do you have testimonials or feedback to put on your website? At Molyneaux Services we can take care of that for you by getting in touch with your customers to ensure they talk about what a great job you have done.
- H** | Heavy admin To Do list which constantly leaves you eating lunch at your desk and late home for dinner a regular occurrence? Molyneaux Services will handle those time-consuming, annoying admin tasks, freeing up your time to work on your business instead of in your business.
- I** | Invoices: We will prepare and chase your outstanding invoices on your behalf to ensure you get paid on time in timely fashion.
- J** | Juggling your complex diary eating up your precious time, let Molyneaux Services take that frown from your face.
- K** | Keeping Up Appearance: Molyneaux Services delivers excellent customer service so that your clients and customers believe we are working within your office.
- L** | Logging. Letting people know? comprehensive details of your calls to facilitate your prompt return calls to your clients.
- M** | Minute taking: for compliance = board meetings; HR = complaints; case studies = Local Authority records.
- N** | Note taking. We take accurate notes, so you are clear about your customers' requirements.
- O** | One-to-one work dedicated to you and your customers, quality guaranteed.
- P** | Professional, our clients say we are professional at all times and work to the highest standards for your business.
- Q** | Questions? Molyneaux Services will always ask questions to understand what it is your customers, your suppliers, and you need so that you are aware of the next steps.
- R** | Reliable administrative support produced in timely fashion.
- S** | Shorthand writer and strong communicator with experience working with CEOs, Managing Directors and Small Business Owners, in the Public, Private and Charity Sectors.
- T** | Telephone manner second to none, we get the job done with pleasing tones.
- U** | Unique approach to every client and every task.
- V** | Value for money, e.g. we can manage your tasks in a timely manner ensuring you can progress your business.
- W** | Weekly and daily diary management to make sure you make the most of your day.
- X** | Molyneaux Services goes the eXtra mile to eXceed your eXpectations.
- Y** | Your Eyes, Ears and Voice of your Business.
- Z** | ZZzzz. No job too small. We never sleep on the job. Tasks whether small or large are executed to highest calibre.

For further information please contact:

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